

AWIPS INFORMATION NOTE 17, REVISION A (for Electronic Systems Analysts)

Maintenance Logistics & Acquisition Division

W/OPS1: JCS

- SUBJECT** : AWIPS HP Workstations (WS) disposal instructions
- PURPOSE** : To provide guidance for disposing HP workstations.
- AFFECTED SITES** : All AWIPS sites replacing HP with Linux workstations.
- TECHNICAL SUPPORT** : For questions or problems regarding these instructions, please contact Jagdish Sharma at 301-713-1833 x128 or your regional property custodian.
- EFFECT ON** : AWIPS Information Note 17, Revision A supercedes Information
- OTHER INSTRUCTIONS** Note 17.

GENERAL

AWIPS sites replacing HP with Linux workstations by approval of the AWIPS Configuration Change Request and as instructed by OPS1 Modification Note 15 or any revisions thereafter, can remove old HP workstations from service. Sites are discouraged from retaining the old HP workstations on the AWIPS LAN. If they really must have them, then a Request-for-change (RC) for a new IP address must be submitted and approved (RC forms can be found at <http://rclist.noaa3.awips.noaa.gov>). A cable to connect to the new LAN (not the current FDDI ring connection) is also needed, and maintenance is the site's responsibility.

Replaced HP workstations are no longer needed by the AWIPS program and are deemed excess according to Federal Management Regulation (FMR) 102-36.30. Since this property may be useful to other agencies or organizations external to the government, complete form SF 120 and report the excess property to GSA for possible transfer to eligible recipients.

NOTE: Since each NWS region has their own disposal procedures, these instructions only provide general guidelines for disposing HP workstations. Please refer specific property questions to your Regional Property Managers.

INFORMATION

Information and instructions outlined in this note were taken from the MASC Personal Property Handbook.

A. Instructions for Completing Report of Excess Personal Property SF 120

These instructions are provided to help fill out form SF 120, Report of Excess Personal Property. A sample SF 120 is provided in attachment A.

| Block Number | Information |
|--------------|---|
| 1 | Leave blank |
| 2 | Enter date prepared |
| 3 | Total cost of items listed |
| 4 | Original |
| 5 | Address of region's GSA office |
| 6 | Leave Blank |
| 7 | Enter address shown in attachment A |
| 8 | Name and title of Custodial Property Officer |
| 9 | Individual most knowledgeable of item(s). Be sure to include both commercial and FTS telephone numbers |
| 10 | Custodial Property Officer's Signature |
| 11 | Custodial Property Officer's mailing address |
| 12 | Leave blank |
| 13 | FSC Class (first four digits of the property code). Do not mingle on one form items having different FSC Classes |
| 14 | Building, street address, etc., where the property is located and can be inspected. You may annotate same as Block 9 only if the address in Block 9 is also the property location |
| 15 | No |

| Block Number | Information |
|--------------|---|
| 16 | Optional for use of Custodial Property Officer |
| 17 | Leave blank |
| 18a | Consecutive numbers for all line items in the report, beginning with "1" |
| 18b | Describe each line item in detail - name of manufacturer, model, stock numbers, part numbers, etc. All of the information specified in 3.B.(3) above must be included in this block. Also be sure to include SID Number(s). |
| 18c | Condition Code -- If condition cannot be accurately described by code, elaborate in Column (b). |
| 18d | Unit -- Indicate the type of unit. This will usually be "EA" (each). |
| 18e | Number of Units -- A line item may include a quantity of more than one only if all items bear the same description (except for serial and SID numbers) and are in the same condition. |
| 18f | Per Unit Acquisition Cost -- Indicate the per unit acquisition cost. |
| 18g | Enter total cost |
| 18h | Leave blank |

MAINTENANCE REPORTING

If the HP workstations were disposed of while completing AWIPS Modification Note 15 or any revisions thereafter, then there is no requirement to report this action separately. If disposal occurs after AWIPS Mod Note 15 (or any of its revisions) have been reported, then report the disposal action using the Engineering Management Reporting System (EMRS) according to the instructions in NWS Instruction 30-2104, Maintenance Documentation, Part 4, and Appendix F. A sample EMRS Report is included as Attachment B. As an additional guide, use the information in the table below:

| Block # | Block Type | Information |
|----------------|-------------------|--|
| 5 | Description | Remove old AWIPS HP workstations from service |
| 7 | Equipment Code | AWIPS |
| 8 | Serial Number | 001 |
| 15 | Comments | Removed old HP workstations I.A.W. Information Note 17 |
| 17a | Mod. No. | I17A |

Mark S. Paese
Director, Maintenance, Logistics, and Acquisition Division

Attachment A - Sample SF 120 form, Report of Excess Personal Property
Attachment B - EMRS Report Sample

Attachment A - Sample SF 120 form

| STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311 | | REPORT OF EXCESS PERSONAL PROPERTY | | 1. REPORT NO. | 2. DATE MAILED 08-28-2003 | 3. TOTAL COST \$ 36,802.00 | |
|---|---|--|-------------|--|----------------------------------|---|---------------------|
| 4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d") | | <input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED | | <input type="checkbox"/> c. PARTIAL W/D <input type="checkbox"/> d. TOTAL W/D | | (Also check "e" and/or "f" if appropriate) <input type="checkbox"/> e. OVERSEAS <input type="checkbox"/> f. CONTRACTORS INV | |
| 5. TO (Name and Address of Agency to which report is made) THRU GSA/FSS (4FM)/Peachtree Summit Building/401 West Peach St. NW Atlanta, GA 30365 | | | | 6. APPROP. OR FUND TO BE REIMBURSED (if any) N/A | | | |
| 7. FROM (Name and Address of Reporting Agency) Servicing Administrative Support Center | | | | 8. REPORT APPROVED BY (Name and Title) SR PAO | | | |
| 9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) John Whatsyourname, SR RDM/819 Taylor Street, Rm. 10A26 Fort Worth, TX 76102 | | | | 10. AGENCY APPROVAL (if applicable) | | | |
| 11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.) Fort Worth, TX 76102 817-978-4962 | | | | 12. GSA CONTROL NO. | | | |
| 13. FSC GROUP NO. 70 | 14. LOCATION OF PROPERTY (if location is to be abandoned give date) WFO Brownsville, Mexicana Drive Brownsville, TX 76101, 817-253-4504 | | | 15. REIMREQD YES NO <input checked="" type="checkbox"/> <input type="checkbox"/> | | 16. AGENCY CONTROL NO. 14 | |
| 18. EXCESS PROPERTY LIST | | | | 17. SURPLUS RELEASE DATE | | | |
| ITEM NO. (a) | DESCRIPTION (b) | COND. (c) | UNIT (d) | NUMBER OF UNITS (e) | ACQUISITION COST | | FAIR VALUE % (h) |
| | | | | | PER UNIT (f) | TOTAL (g) | |
| 1 | HP Workstation HP Part # A4080A Serial Number(s): US66130021, US66120028 Bar Code Tag #: CD1234567890, CD0987654321 | 4 | ea | 2 | 16,216.00 | 32,432.00 | |
| 2 | Workstation Monitor (Part #, Serial #s, bar code tag #s [if appl.]) | 1 | ea | 2 | 1,600.00 | 3,200.00 | |
| 3 | FDDI Bypass Switch (Part #, Serial #, Bar code tag #s [if appl.]) | 1 | ea | 2 | 585.00 | 1,170.00 | |
| Condition Codes: 1 - new or like new 4 - usable (possible very minor repair needed) 7 - repairs required X - salvage S - scrap | | | | | | | |

STANDARD FORM 120 REV. (Use Standard Form 120A for Continuation Sheets) PREVIOUS EDITION USABLE
APRIL 1957 EDITION
This form was electronically produced by Elite Federal Forms, Inc.

Attachment B - Sample EMRS Report

A26 Detail Form - ESCM2, SILVER SPRING, MD :: JOHN MERHI - Microsoft Internet Explorer

New A26 Commit A26 Place on Hold Copy A26 Delete A26 Detail Report Document Summary Help

GENERAL INFORMATION

NEW RECORD WFO* TBW Document No.* TBW31205002

1. Open Date 12/05/2003 Open Time 07:00 2. Op Initials WSH 3. Response Priority
☐ Immediate ☐ Low
☐ Routine ☒ Not Applicable 4. Close Date 12/05/2003 Close Time 10:00

5. Maintenance Description 456 characters left AWIPS
Remove and dispose old AWIPS HP workstations

EQUIPMENT INFORMATION

6. Station ID* TBW 7. Equipment Code AWIPS 8. Serial Number 001 9. TM E 10. AT M 11. How Mal 999

Alert: Time Remaining: (For Block 12 use only)

13. PARTS USAGE and CONFIGURATION MANAGEMENT REPORTING

| ASN | Vendor Part No. (New Part) | Serial Number (Old Part) | Serial Number (New Part) | |
|-----|-------------------------------|-----------------------------|-----------------------------|------------|
| | | | | New Row |
| | | | | Delete Row |

14. WORKLOAD INFORMATION

| a. Routine | b. Non-Routine | c. Travel | d. Misc | e. Overtime |
|---------------|----------------|---------------|---------------|---------------|
| Hours Minutes | Hours Minutes | Hours Minutes | Hours Minutes | Hours Minutes |
| | | | | |

MISCELLANEOUS INFORMATION

15. Maintenance Comments 659 characters left
Removed and disposed old AWIPS HP workstations I.A.W. AWIPS Information Note 17, Revision A

16. Tech Initials GAF

17. SPECIAL PURPOSE REPORTING INFORMATION

| a. Mod No. | b. Mod Act/Deact Date | c. Block C | d. Trouble Ticket No. | e. Block E |
|------------|-----------------------|------------|-----------------------|------------|
| 117A | 12/05/2003 | | | |

Commit A26 Place on Hold Copy A26 New A26 Cancel

Internet